

CAL GRANT SSN GPA SUBMISSION PROCESS



*Presented by:
California Student Aid
Commission,
Institutional Support*



TODAY'S WEBINAR

- Phones are muted
- If you have any questions *during* the presentation, please use the Q & A feature to the right of your screen.
- The SSN Upload User Guide is available at:
www.csac.ca.gov
 - Click on *High Schools* or *Colleges*
 - The User Guide is located at the bottom.

AGENDA

- Assembly Bill 2160, Ting.
- Establish and Renew WebGrants Access
- Accessing WebGrants
- GPA Calculation
- Individual GPA Submission
- GPA Batch Upload
- Reports
- Corrections

ASSEMBLY BILL 2160

- Approved by the Governor September 27, 2014
- Becomes law January 1, 2015
- In effect for the 2016-17 application year

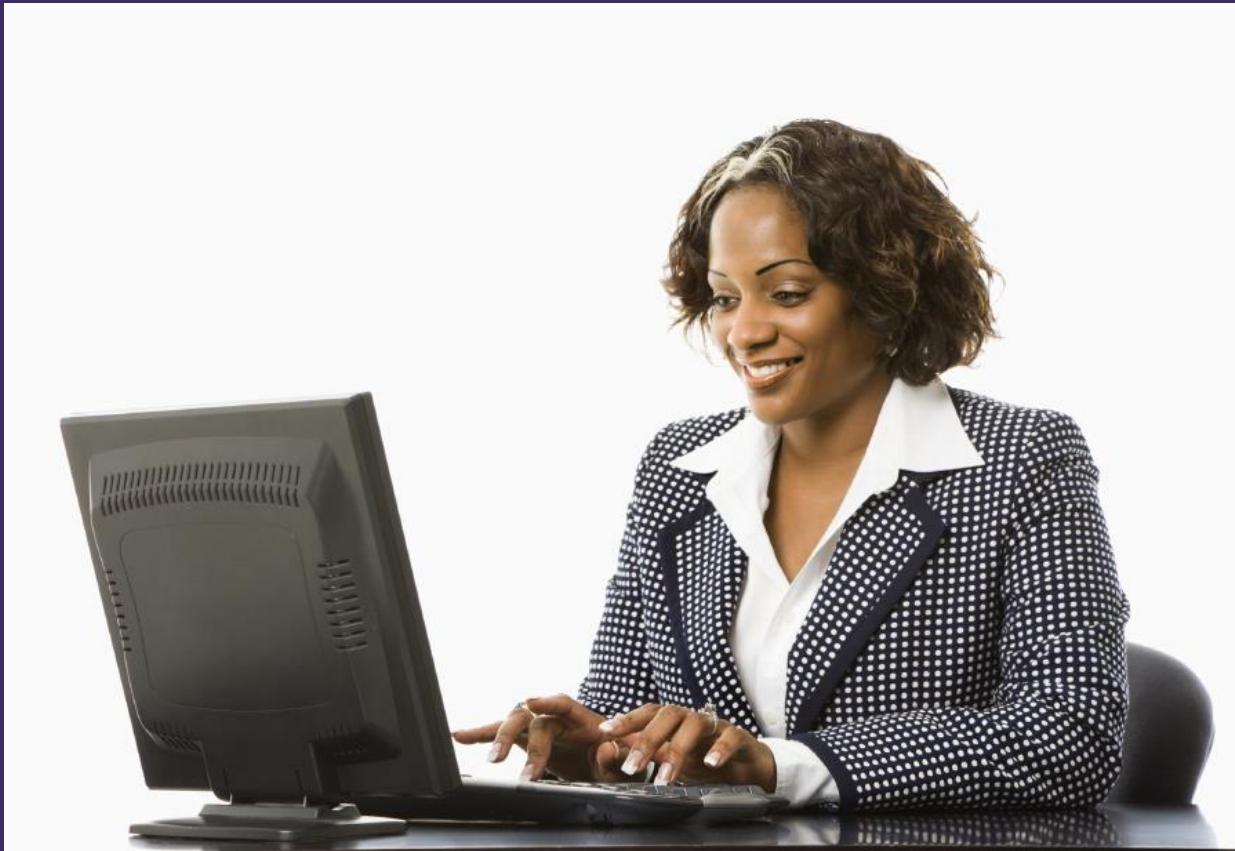
ASSEMBLY BILL 2160

- Beginning with 2016-17 GPA submissions
- This state mandate requires all high schools (public and charter) to upload GPAs for all enrolled seniors.
- High schools will need to create an opt-out process
- High Schools will need to provide students/parents an opt-out option no later than October 15th.

WHY USE WEBGRANTS TO SUBMIT GPAs?

- GPAs can be submitted individually or in batches.
- WebGrants has built-in edits to catch errors.
- Confirmation that GPAs have been accepted
- Access to Reports
- More secure than US Mail
- Faster than completing paper GPA forms
- Students are awarded sooner
- Free! – Save your school or student the cost of postage

ESTABLISH & RENEW WEBGRANTS ACCESS



ESTABLISH A WEBGRANTS ACCOUNT

- WebGrants Access Request forms
 - www.csac.ca.gov
- Click on:
 - High Schools or Colleges
 - WebGrants
 - Request for System Administrator Access
 - Request for Security Agreement

SYSTEM ADMINISTRATOR'S ACCESS REQUEST FORM

- Form is used to add or delete administrators access to the WebGrants system.
- Form must be signed by administrator requesting access and the principal of the school.
- Without principal signature access cannot be granted.
- The college Access Request form is similar

Grant Delivery System (GDS) - WebGrants High School System Administrator's Access Request Form			
<small>A signed Information Security and Confidentiality Agreement must be received and approved by the California Student Aid Commission prior to accessing the GDS - WebGrants system.</small>			
I. High School Section			
High School Name			
High School Address	City	State	Zip Code
College Board Code	CDS Code		
WASC Accreditation Code (or other eligible regional accreditation code)		Accreditation Association Contact Information (if other than WASC)	
II. Personal Information Section (to be completed by person requesting access)			
Name (Last, First, Middle Initial)			
1. Special Identifier (Check only one; limited to nine alpha-numeric characters maximum)			
<input type="radio"/> Mother's Maiden Name		<input type="radio"/> Pet's name	
<input type="radio"/> Favorite food		<input type="radio"/> Model of your first car (ie, Mustang)	
2. Domain Name of the Network:			
<small>Note: The item 2 above is mandatory. Please contact your IT department to get the Network domain name.</small>			
<i>I certify that I have received and reviewed all security and confidentiality policies pertaining to the use of the Commission's GDS - WebGrants System</i>			
Signature		Title	Date
E-mail Address (see instructions on the reverse)		Phone Number (xxx) xxx-xxxx	Fax Number (xxx) xxx-xxxx
III. Access Request and High School Certification Section (to be completed by PRINCIPAL verifying access)			
If Changing user from a School System Administrator to a School User, please fill out User Access Request form.		Date Request Submitted	
New <input type="checkbox"/>	Change <input type="checkbox"/>	Renew <input type="checkbox"/>	Delete <input type="checkbox"/>
			User ID
<i>I certify that I am the High School's Principal and that I have designated the above named employee as our System Administrator for the GDS - WebGrants System.</i>			
Name of Principal - print or type		Telephone Number (xxx) xxx-xxxx	
Signature of Principal		Fax Number (xxx) xxx-xxxx	
		E-mail Address	
For CSAC Use Only		Updated By	Date

Form # 01-5002 02/28/2011

SECURITY AND CONFIDENTIALITY AGREEMENT

- Form must be completed and sent with the System Administrator Access Form.
- Form is to be signed by administrator requesting access and the principal of school.
- Form is to be signed by administrator requesting access and the principal of school.
- The college Security and Confidentiality form is similar

High School Grant Delivery System (GDS) – WebGrants Information Security and Confidentiality Agreement



A signed Information Security and Confidentiality Agreement (the "Agreement") is required by the California Student Aid Commission from any institution accessing the GDS – WebGrants System.

High School Name	College Board Code		
Western Association of Schools & Colleges (WASC) Code (or other Eligible Regional Association Code)	CDS Code		
High School Address	City	State	Zip Code

The High School listed above agrees to comply with the following requirements as a condition of gaining access to the GDS – WebGrants System of the California Student Aid Commission (the Commission):

1. Passwords and user identification numbers (IDs) are to be treated as confidential information. School employees shall not share passwords and IDs.
2. The high school's Principal will designate another individual as the high school's System Administrator. The System Administrator will be granted the authority and responsibility to create or disable individual school user accounts for that high school's staff access to the GDS – WebGrants System. The Principal will not have this authority and responsibility.
3. Computerized files created pursuant to this agreement include confidential information. These files and the data contained within these computerized files will be maintained by the Commission consistent with federal and state privacy laws, and must be treated with the utmost confidentiality by all parties.
4. The high school shall take all reasonable precautions to protect the data in the system from unauthorized access, change or destruction. Data shall not be altered, destroyed, copied, uploaded, or downloaded from the system except as authorized in the approved External User Access Request forms.
5. The Commission reserves the right to revoke access to the GDS – WebGrants System to any high school or individual staff member without notice.
6. Within five (5) working days of notice, the System Administrator will disable the password and ID of any employee whose change in employment status or duties no longer requires access to the GDS – WebGrants System. Documentation of this action shall remain at the school.
7. The high school shall complete a new Agreement should the Principal or System Administrator leave the high school. The new Agreement must be filed no later than 5 days after a new Principal or System Administrator is appointed.
8. The high school shall comply with all federal and California information security and confidentiality laws, including the Comprehensive Computer Data Access and Fraud Act (California Penal Code Section 502) and Information Practices Act of 1977 (Civil Code 1798 et. seq.).
9. The high school shall ensure that information transmitted electronically or otherwise to the Commission has been examined and is complete and accurate to the best of its knowledge. No unencrypted email or storage media containing confidential information shall be sent to the Commission. Encryption keys shall not be sent with the encrypted data.

NOTE: A high school's Principal and System Administrator may not be the same person.

I, the undersigned, certify that I am the System Administrator for this Agreement. I have read and understand this agreement and certify that I will comply with the requirements stated herein.		
Signature – High School System Administrator 1	Print Name	Date
E-Mail Address	Telephone Number	Fax Number
Signature – High School System Administrator 2	Print Name	Date
E-Mail Address	Telephone Number	Fax Number
I, the undersigned, certify that I am the Principal of the high school listed above and am authorized to act on its behalf. I have read and understand this agreement and certify that the high school is a WASC accredited or otherwise regional accredited as required by Title 5, California Code of Regulations Section 30008 and its authorized users will comply with the requirements stated herein. As the high school's Principal, I hereby designate the individual(s) identified above as this high school's System Administrator.		
Signature – High School Principal	Print Name	Date
E-Mail Address	Telephone Number	Fax Number

Form # 01-0001 03/18/2011

WEBGRANTS ACCESS FORMS

- Forms should be sent by mail; Keep a copy for your records
- WebGrants access must be renewed:
 - every other year for high school users
 - every year for college users
- Once your forms are processed:
 - The System Administrator will be emailed a link to the WebGrants User Account Page
 - The principal will be emailed the passcode
 - You must obtain the passcode and User-ID from your principal for initial log-in.


ACCESS FORMS

- CSAC Technology Help Desk
 - 888-294-0148
 - csachelpdesk@csac.ca.gov
- ✦ Status of Access Request Forms
- ✦ WebGrants Log-in Assistance
- ✦ Password Reset

ACCESSING WEBGRANTS











HTTPS://WEBGRANTS.CSAC.CA.GOV



California
Student Aid Commission

WEBGRANTS

CSAC | Cal Grants | Cash for College | Cal Dream Act | FAFSA



California Student Aid Commission
WebGrants System

Welcome!

[Help With Your Account](#)

Please sign in

Please enter your user name, password.

Authorized Use Only

User Name

Password

Sign-in

- For a School Administrator Account:
Please call 1-888-294-0148
or E-mail CSAC Support
- For a User Account:
Contact your School Administrator
- For Browser Versions or Monitor Screen Area Settings:
Help With Your Account
- Apple/Mac Computers:
Results may be unpredictable

Pursuant to section 502 of the California Penal Code and Public Law 99-474, Title 18, United States Code, unauthorized access to applicant information will be prosecuted to the full extent of the law.


[Help](#) | [Contact Us](#) | [Glossary](#) | [Cal Grant Eligible Schools](#) | [Important Links](#) | [ECMC](#) | [Careers](#)

USER GUIDES

LOCATED WITHIN THE HELP LINK

California Student Aid Commission
WebGrants System

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Welcome!
To the **WebGrants** Menu

Please contact your School's System Administrator if you need access to additional screens.


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Account Information

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powered by Symantec

WEBGRANTS HELP MENU

Help Center

User Guides

- ◆ [Getting Started](#) (Revised April 15, 2004)
- ◆ [Getting Started for High Schools](#) (Revised November 13, 2003)
- ◆ [High School Grad. Date Verification Screen](#) (Revised May 14, 2014)
- ◆ [Tools](#) (Revised November 5, 2004)
- ◆ [Non-SSN GPA Upload User Guide](#) (Updated August, 2014)
- ◆ [Non-SSN GPA Matching and Edit Screens User Guide](#) (Updated February 24, 2014)
- ◆ [SSN GPA Upload User Guide](#) (Updated August, 2014)

CAL GRANT GPA INFORMATION RELEASE FORM

- Provided for high schools who's policy requires permission prior to GPA submission
- A Form for students to take home
- Explains California Information Privacy Act of 1977
- Requires a parent and student signature
- Social Security Number
- To be returned to high school and retained

CAL GRANT GPA INFORMATION RELEASE FORM

Cal Grant GPA Information Release Form

Complete this form and return it to your high school counselor so the school will release your GPA information to the California Student Aid Commission for Cal Grant award consideration. Students submitting a Cal Grant GPA Information Release Form must also file a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (Dream Act Application). The Cal Grant filing period is January 1 – March 2. Apply on-line at www.fafsa.ed.gov for FAFSA applicants and <http://dream.csac.ca.gov/> for Dream Act applicants.

DO NOT SEND THIS FORM TO THE CALIFORNIA STUDENT AID COMMISSION

1. Student's Social Security Number (SSN) Did you obtain this SSN through the Deferred Action for Childhood Arrivals (DACA) program?
 - - Question#2 Yes ☐ No ☐
3. Please print your last name
4. Please print your first name and middle initial Your Gender (fill in bubble)
 Question#5 Male ☐ Female ☐
6. Please print your permanent mailing address
Number and Street
City State ZIP
7. Please print your Date of Birth (MM DD YYYY)
8. Please print your email address

By signing this release form, I authorize the release of my high school Cal Grant GPA information and SSN (if applicable) to the California Student Aid Commission, for use in the Cal Grant application process.

Student Signature Student Phone Number Date

I am the parent or legal guardian of the above named minor, and I authorize the release of this minor's high school GPA information and social security number (if applicable) to the California Student Aid Commission for use in the Cal Grant application process.

Parent/Legal Guardian Signature Parent Phone Number Date
Print Parent Name Parent email address

Please visit www.csac.ca.gov/privacy.asp for the California Student Aid Commission's privacy statement.

For School Use Only

SSID (if applicable) School Student ID GPA School Code Grad Date C-38 (08/14)

CAL GRANT GPA INFORMATION RELEASE FORM

- Form located at www.csac.ca.gov
- Click on:
 - High Schools
 - GPA Release Form – for students

CAL GRANT GPA CALCULATION



CAL GRANT GPA CALCULATION

FOR HIGH SCHOOL SENIORS THAT HAVE NOT GRADUATED

- ⦿ Use grades from sophomore year through summer after junior year only – No senior year courses.
- ⦿ Do Not include grades from P.E., ROTC, or Remedial Courses (as defined by the school).
- ⦿ Failing grades not retaken prior to the senior year must be included.
- ⦿ Calculate the GPA's on a 4.00 scale – Weighted GPAs over 4.00 will not be accepted.

CAL GRANT GPA CALCULATION

FOR HIGH SCHOOL GRADUATES

- Use grades from sophomore year through summer after senior year.
- DO NOT include grades from P.E., ROTC, or remedial courses (as defined by the school).
- Failing grades not retaken must be included.
- Calculate the GPAs on a 4.00 scale - GPAs over 4.00 will not be accepted.

CAL GRANT GPA CALCULATION

FOR COLLEGE STUDENTS

- Please refer to the www.csac.ca.gov website for specific instructions on calculating a college GPA.

Reestablished California Community College GPA:
Based on 16-23 completed units

Regular California Community College GPA:
Based on 24+ completed units

QUICK TIPS

- Don't Wait! – GPAs can be submitted now!
- Establish a WebGrants account.
- Check on your existing WebGrants account status – You may need to reset your password.
- Refer to the WebGrants User Guides on the GPA upload process.

INDIVIDUAL GPA SUBMISSION



INDIVIDUAL GPA SUBMISSION

California Student Aid Commission WebGrants System

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INDIVIDUAL GPA SUBMISSION

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GPA Certification

Please review the GPA Certification Agreement. If you agree to the terms and conditions click **ACCEPT** to continue.

To Submit GPA's, you must certify that you are an authorized school official and that the reported GPA's:

- 1) are correct and are accurately reported to the best of your knowledge under penalty of perjury, and
- 2) are subject to review by the Commission or its designee.

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Add GPA Records

Click on **GO** or **Enter**

School Code will
Auto -Populate

Click **Submit GPAs to CSAC** (GPAs
is completed)

Enter # of records
to add

AC when this step

USED = Academic Year = 2013-2014

Please Enter the Number of New Records to Add

GO!

Select
"GO"

QUICK TIP

- When adding GPAs individually, add no more than 10 at a time.
- The WebGrants System will time out; if the system times out before you click "Submit" the GPAs will not be saved.

INDIVIDUAL GPA SUBMISSION

SEQ #	SSN	Grad Date (mmyyyy)	HS GPA Flag	School Code	GPA	SP School Code	SSID
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit GPAs to CSAC

INDIVIDUAL GPA SUBMISSION

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Add GPA Records

- Click on **GO** or **Enter**
- Enter information
- Print this page before submitting the GPA records to CSAC
- Click **Submit GPAs to CSAC** (GPAs will only be updated at CSAC when this step is completed)

USED = Academic Year =

Please Enter the Number of New Records to Add

3



GPA Records Successfully Submitted

GPA BATCH UPLOAD



DATA COLLECTION OPTIONS . . .

- A. Create text file using your Student Information Management System (e.g. Aeries)
- B. Use Excel to create your file and upload to WebGrants

OPTION A

- Convenient if you will be submitting GPAs for your entire senior class.
- Use your SIMS to export the necessary data into a text file then upload the information to WebGrants.
- The text file must meet file specifications in order to upload successfully.
- File specifications are available in WebGrants in the Help Menu.

DATA FILE SPECIFICATIONS

FieldNam	Length	Type	Position	Comment
SSN	9	Numeric	1-9	Required
Blank	1	Filler	10	Blank
GPA	3	Numeric	11-13	Required
Blank	1	Filler	14	Blank
School Code	6	Numeric	15-20	Required
Blank	1	Filler	21	Blank
High School	1	Alpha	22	Required
Blank	1	Filler	23	Blank
HS Grad Date	6	Numeric	24-29	Required
Blank	1	Filler	30	Blank
SP School Code	6	Numeric	31-36	Required
Blank	1	Filler	37	Blank
State Student ID	10	Numeric	38-47	Required

A	B	C	D	E	F	G
SSN	GPA	School Code	Y or N	HS Grad Date	Spring School code	SSID

OPTION B

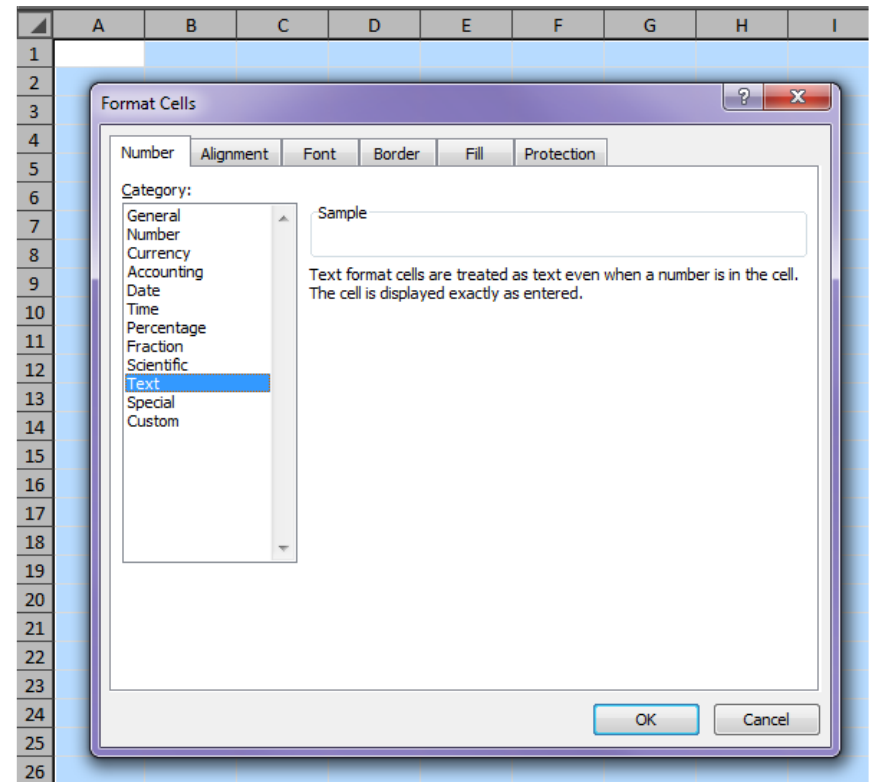
- If you will be collecting many GPA Information Release forms from students over time.
- You can save an Excel spreadsheet to your computer and add student data as you receive Release forms. Then upload your file in February.
- Your Excel spreadsheet must be saved as a text file and must meet file specifications in order to upload successfully.

FORMAT CELLS AS TEXT

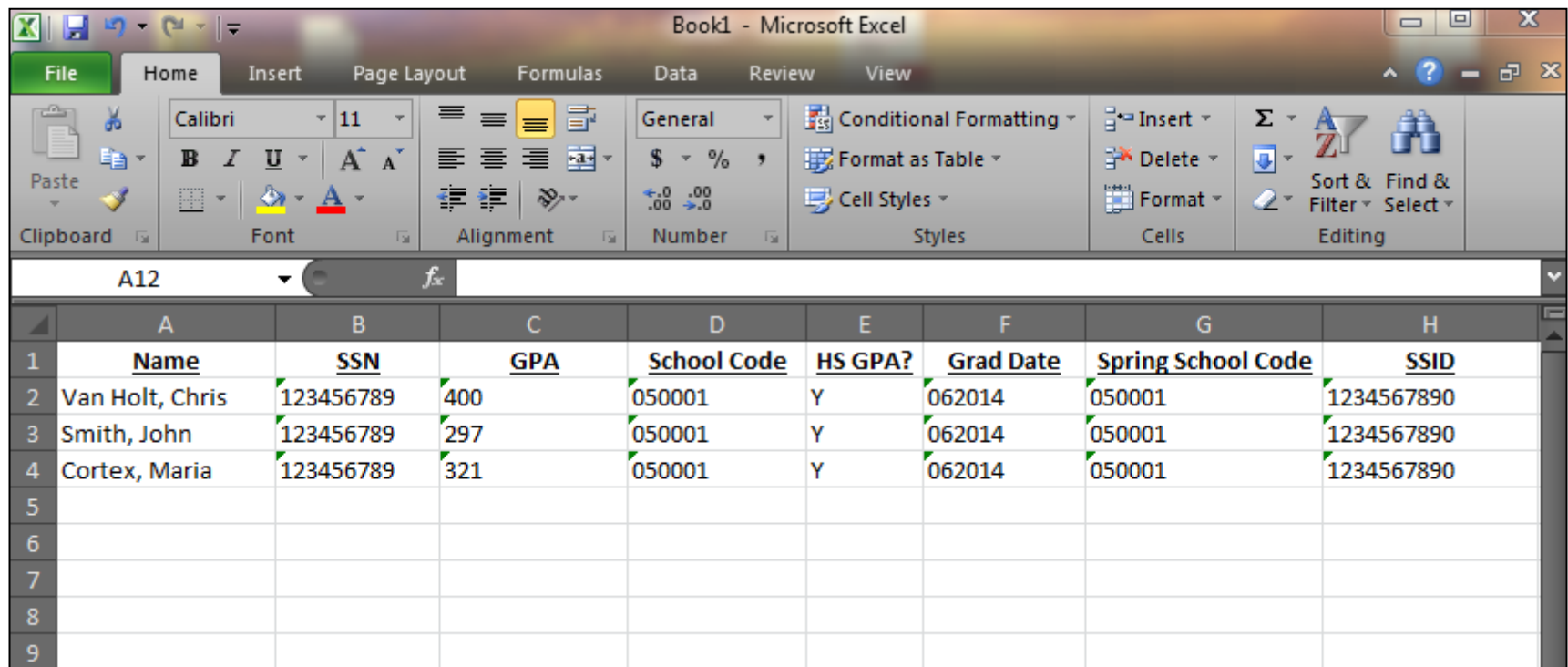
- When using Excel to create your GPA file, you must first format all cells as text.

To do this:

- First, click on the corner cell between "1" and "A" to highlight all cells
- Next, right click to choose "Format Cells"
- Then, select "Text" in the Number tab
- Last, Click "OK"



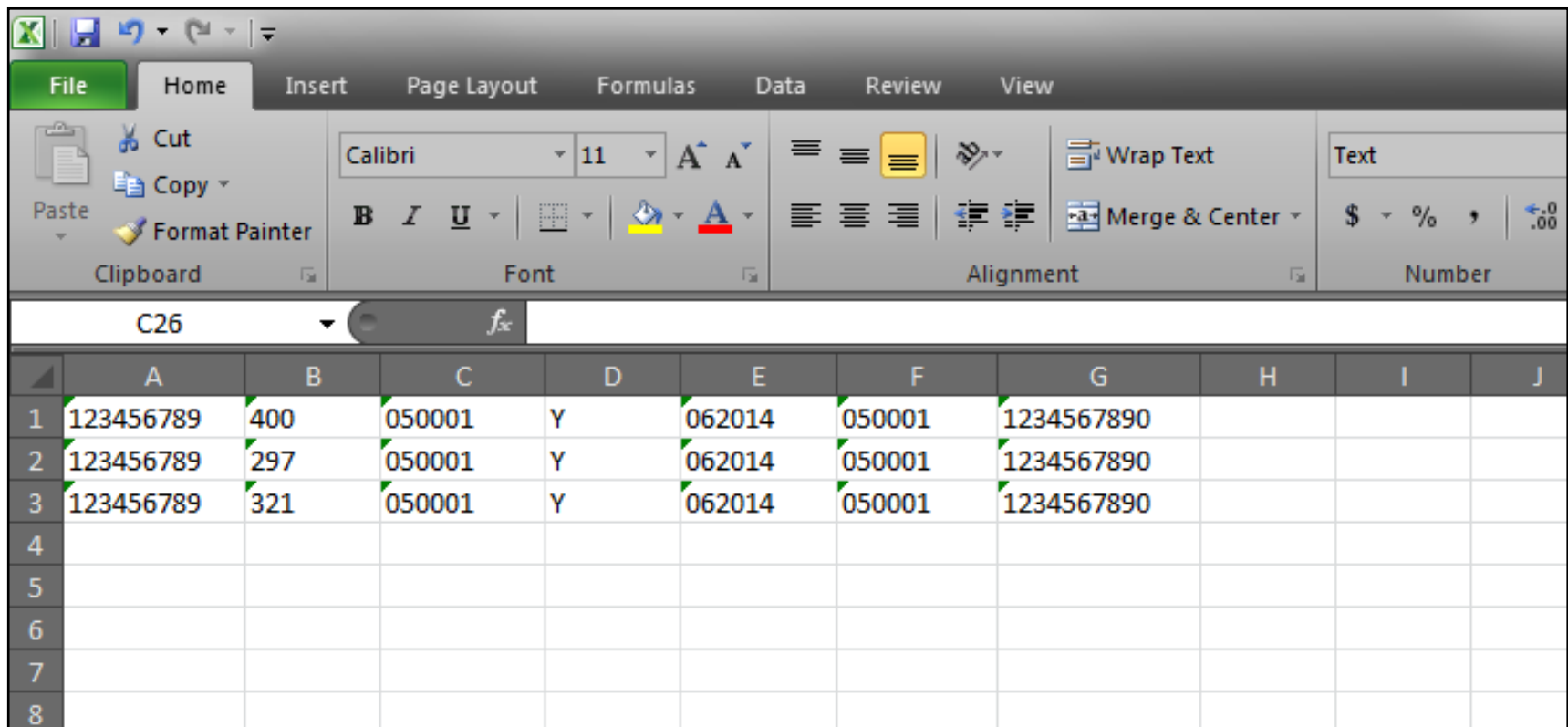
ADDING STUDENT DATA TO EXCEL FILE



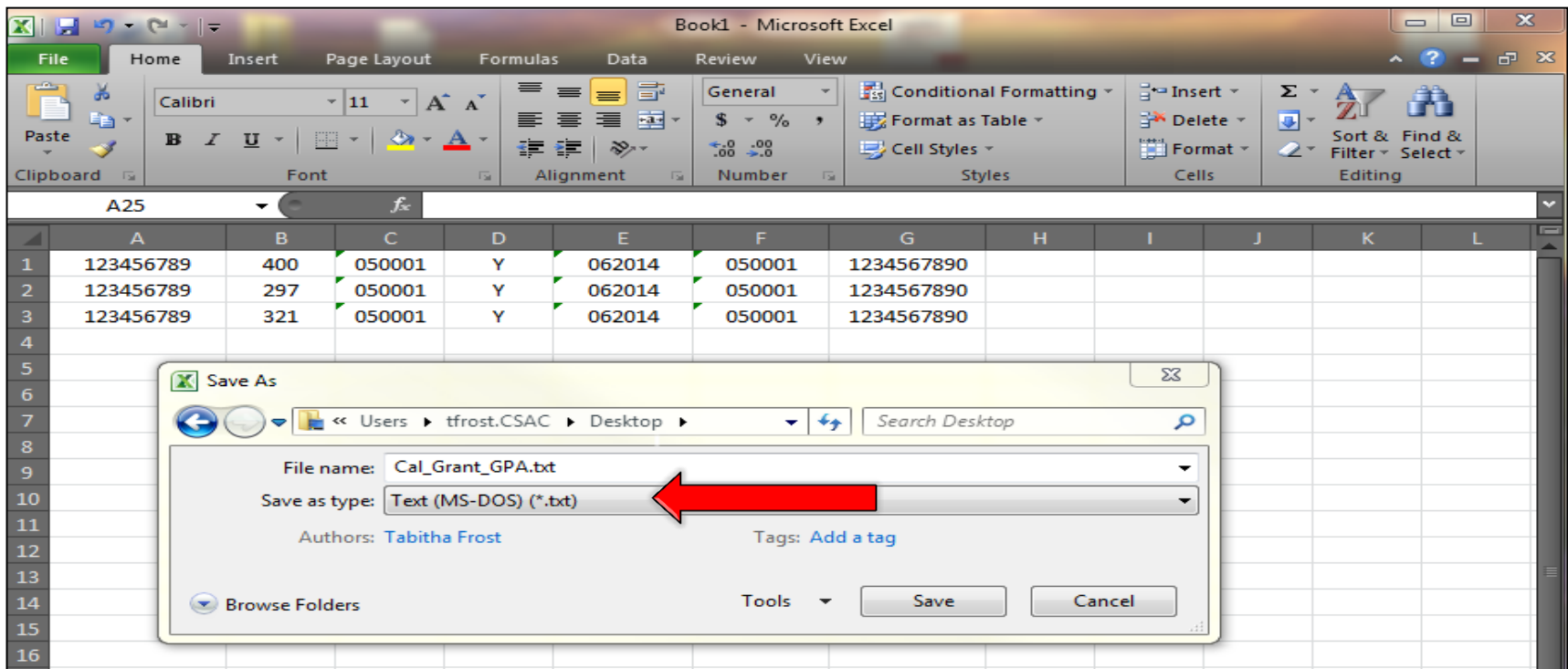
The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The active cell is A12. The data table is as follows:

	A	B	C	D	E	F	G	H
1	Name	SSN	GPA	School Code	HS GPA?	Grad Date	Spring School Code	SSID
2	Van Holt, Chris	123456789	400	050001	Y	062014	050001	1234567890
3	Smith, John	123456789	297	050001	Y	062014	050001	1234567890
4	Cortex, Maria	123456789	321	050001	Y	062014	050001	1234567890
5								
6								
7								
8								
9								

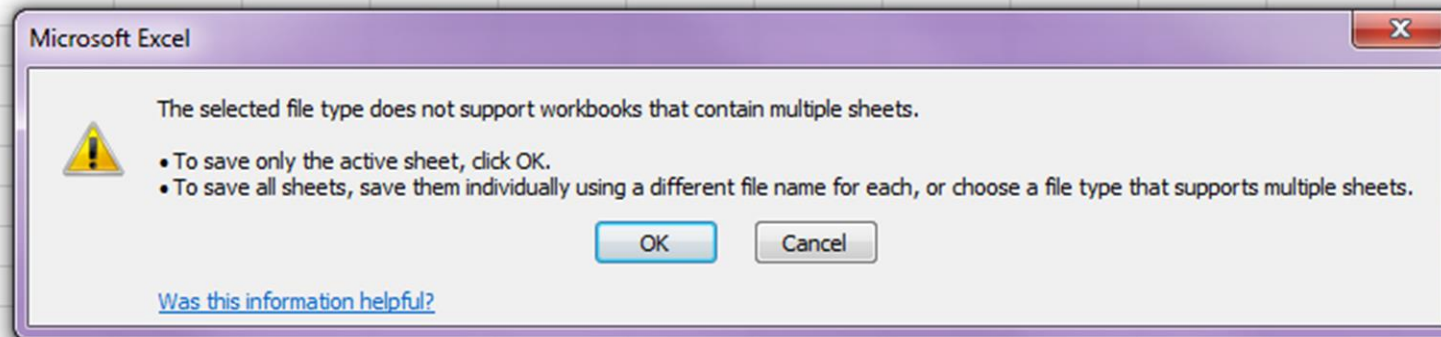
NOW LET'S SAVE AS TEXT



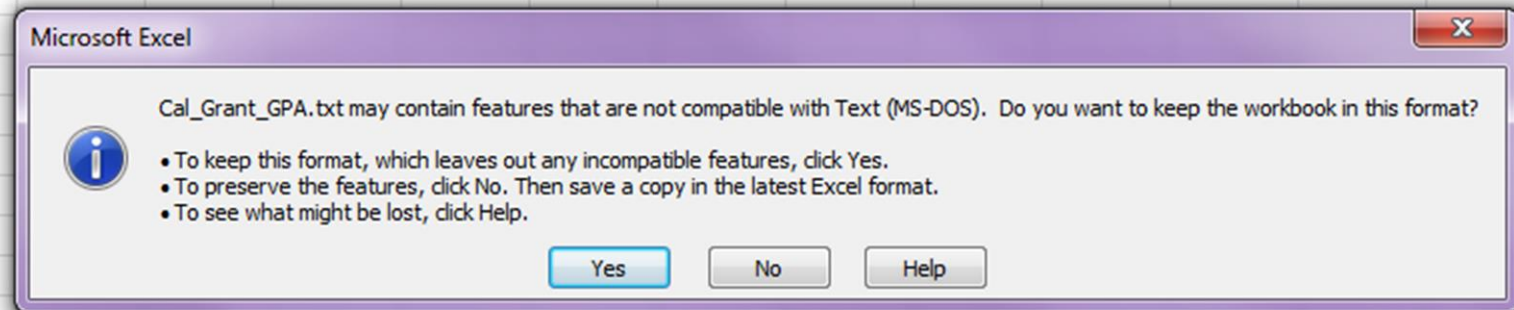
SAVE AS TEXT (MS-DOS)(.TXT)



CLICK 'OK' TO FIRST ALERT



CLICK 'YES' TO SECOND ALERT



HERE'S YOUR TEXT FILE

123456789	400	050001	Y	062014	050001	1234567890
123456789	297	050001	Y	062014	050001	1234567890
123456789	321	050001	Y	062014	050001	1234567890

NOW, UPLOAD THE TEXT FILE


California Student Aid Commission (SAPRD) WebGrants System

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STEP 1 OF 3: UPLOAD GPAs SCREEN

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Step 1 of 3: Select a file to upload by following the instructions below.

Upload GPAs

- Enter the file path and name of your file (Use the **BROWSE** button to find your file)
- File type must be .txt or .xml
- Select the GPA type (if necessary) all boxes checked will apply to all records on the upload
- Click the **Begin Upload** button to start this operation

GPA File:

Academic Year:

 ▼

YOUR FILE IS PROCESSING

File Uploading. Please wait...



STEP 2 OF 3: GPA FILE UPLOAD STATUS SCREEN

its System

[Enrollment](#)

GPA

[Student Info](#)

[School Info](#)

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[GPA Batches](#)

Step 2 of 3: Review Pending Records

GPA File Upload Status

- Valid Records will be copied to CSAC when **Submit Records** is clicked.
- Download Invalid Records Instructions: To view, select the Download link. To download, right click on the Download link and choose the "Save" option.
- Schools must print or download their invalid records prior to completing the upload. Once valid GPA records are submitted, the invalid data is irretrievable.

[View Valid Records](#)

[View / Print Invalid Records](#)

[Download Invalid Records](#)

File Name	05271900.txt
File Size	11018
File Type	text/plain
Total Records	290
Valid Records	286
Invalid Records	4
Deleted Records	0

Step 3 of 3: Submit Records to CSAC

- When **Submit Records** is selected you will receive an "GPA File Successfully Submitted" message. We recommend that you print your submitted records at that time.

Submit Records

STEP 2 OF 3: GPA FILE UPLOAD STATUS SCREEN

its System

[Enrollment](#)

GPA

[Student Info](#)

[School Info](#)

[Table Edit](#)

[Roster/Reconciliation](#)

[Data Transfer](#)

[Chafee Grant](#)

[User Administration](#)

[GPA File Upload Status](#) [Add GPAs](#) [Change/View GPAs](#) [Add Test Scores](#) [View/Change Test Scores](#) [High School Graduate Verification](#)

[GPA Batches](#)

Step 2 of 3: Review Pending Records

GPA File Upload Status

- Valid Records will be copied to CSAC when **Submit Records** is clicked.
- Download Invalid Records Instructions: To view, select the Download link. To download, right click on the Download link and choose the "Save" option.
- Schools must print or download their invalid records prior to completing the upload. Once valid GPA records are submitted, the invalid data is irretrievable.

[View Valid Records](#)

[View / Print Invalid Records](#)

[Download Invalid Records](#)

File Name	05271900.txt
File Size	11018
File Type	text/plain
Total Records	290
Valid Records	286
Invalid Records	4
Deleted Records	0

Step 3 of 3: Submit Records to CSAC

- When **Submit Records** is selected you will receive an "GPA File Successfully Submitted" message. We recommend that you print your submitted records at that time.

Submit Records

PRINT THE INVALID RECORDS (CTRL + P)

VIEW AND PRINT INVALID RECORDS

WebGrants System

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[Reports](#) [Delete GPA Batches](#)

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[View Valid Records](#)

[View / Print Invalid Re](#)
[Download Invalid Rec](#)

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the invalid data is

you print your

GPA Printer Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ca.gov https://webgrants.csac.ca.gov/GPA/PrinterFrien

GPA Printer Page

GPA File Upload Page: 1
Invalid Records Date: 11/24/2009
Academic Year 2010 - 2011 Time: 4:18:34 PM

File Name: 05271900.txt
Number of Records: 4

<u>Rec #</u>	<u>SSN</u>	<u>GPA</u>	<u>School Code</u>	<u>HS GPA Flag</u>	<u>Grad Date</u>	<u>Spring School Code</u>	<u>GPA Type</u>	<u>Reject Reason</u>
1		312	052719	Y	062009	052719		Invalid SSN
2		414	052719	Y	062009	052719		Invalid GPA
3		303	052719	Y	052719	052719		Invalid HS Grad Date
4		414	052719	Y	062009	052719		Invalid GPA

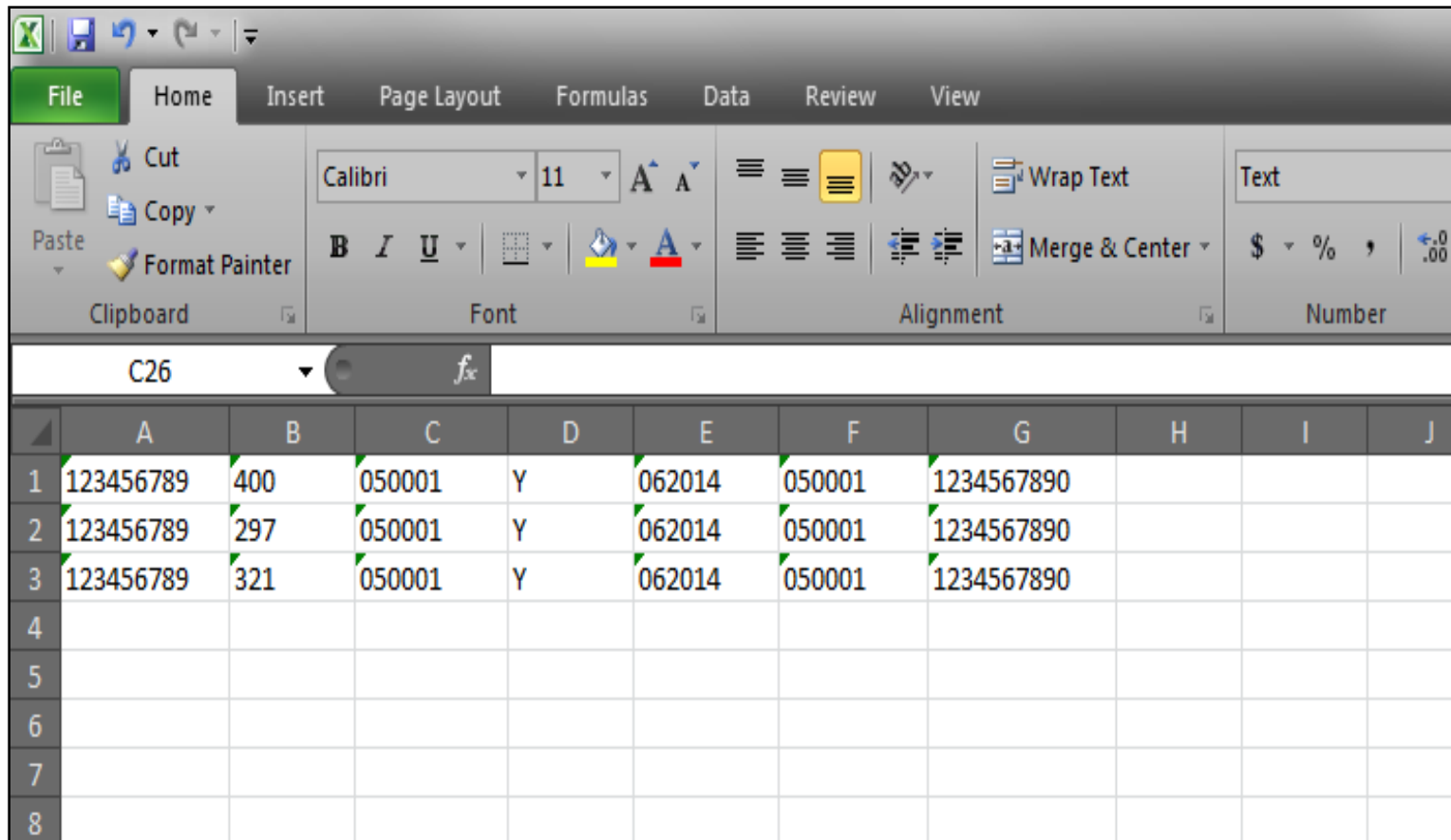
Done



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Revision: 14 Date: 8/4/2008 12:12:47 PM

MAKE NECESSARY CORRECTIONS IN THE EXCEL SPREADSHEET AND RE-SAVE AS TEXT



CLICK 'SUBMIT RECORDS'

WebGrants System

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[GPA Upload GPAs](#) [File Upload Status](#) [Add GPAs](#) [Change/View GPAs](#) [Add Test Scores](#) [View/Change Test Scores](#) [High School Graduate Verification](#)
[Reports](#) [Delete GPA Batches](#)

Step 2 of 3: Review Pending Records

GPA File Upload Status

- Valid Records will be copied to CSAC when **Submit Records** is clicked.

[View Valid Records](#)

File Name	05271900.txt
File Size	11018
File Type	text/plain
Total Records	290
Valid Records	290
Invalid Records	0
Deleted Records	0

Step 3 of 3: Submit Records to CSAC

- When **Submit Records** is selected you will receive an "GPA File Successfully Submitted" message. We recommend that you print your submitted records at that time.

[Submit Records](#)

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YOU HAVE SUCCESSFULLY UPLOADED YOUR GPA FILE. PRINT THE SUBMITTED RECORDS.

WebGrants System

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[Reports](#) [Delete GPA Batches](#)

GPA File Successfully Submitted to CSAC

Congratulations. Your file has been successfully submitted to CSAC. We strongly recommend that you print a copy of the file for your records **before** proceeding, and maintain the report as proof of submission. The report will not be available once you exit this screen.

THIS IS THE FINAL SCREEN!

Batch Number	201
File Name	05271900.txt
File Size	11018
File Type	text/plain
Date Created	11/24/2009 4:23:50 PM
Total Records Submitted	290
Records Added as Active GPAs	290
Records NOT Added to Active GPAs	0
	0 Failed additional edits on the GPA record.
	0 have an existing record for the student with equal or higher GPA value.

[Print Submitted Records](#)

[Return to Upload GPA Screen](#)

REPORTS



REPORTS

WebGrants>Data Transfer Menu>Report Download

SSN GPA Reports at a Glance

- **GPA Summary Report**
Summary of GPA records submitted
- **Student Summary Report**
Displays student's status after the SSN GPA has been received
- **Financial Application (No GPA) Report**
Displays list of students who have submitted a FAFSA/Dream Application but do not have a GPA on file.
- **Your Cal Grant Awardees Report** (formerly School of Origin)
Displays students by name and date of birth that have been offered the Cal Grant award.

REPORTS

GPA Summary Report

- An accumulative list of GPA records received as of the report date
- Updated daily
- Check for GPA submission accuracy the following day after your upload.

REPORTS

Student Summary Report

- Students application/award status
 - GPA Summary Report & Your Awardees Report combined into this one comprehensive report
- Refreshed nightly, However, award status information will begin to update weekly starting January
- Compare this report to your records checking for possible errors
- Remind students to complete their FA application

REPORTS

Financial Application no GPA Report

- Students that have submitted a FAFSA/Dream Act application, but no GPA has been submitted.
- Available beginning in January
- Updated weekly, check for new reports on Monday
- 2015 Enhancements:
 - Student Date-of-birth Column added
 - Sorted students by last name
 - Field Key Added

REPORTS

Your Cal Grant Awardees Report

- Students that are being offered a Cal Grant award
- Available beginning in February
- Updates weekly, check for new reports on Monday
 - 2015 Enhancements:
 - Limited to only current year seniors
 - Formerly named 'School of Origin' Report
 - SSID and School Student ID Added
 - High school grad date added
 - Field Key Added

CORRECTIONS



CORRECTIONS

- Correction Letter:
 - Address letter (on school letterhead) to Cal Grant Operations
 - Explain that incorrect information was originally submitted
 - List incorrect information and correct information
 - Make sure the GPA, School Code, Grad Date, student last name, first name, and date of birth are provided.
 - List your contact information in case we need clarification
 - Mail to: CSAC, Cal Grant Operations, P.O. Box 419077,
Rancho Cordova, CA 95741

THANK YOU FOR ATTENDING

Contact & Training Resources

- schoolsupport@csac.ca.gov
- School Support Phone 888-294-0153
- WebGrants Help: SSN GPA Upload User Guide